



# ***Manager's Report***

***For Council Meeting 11/14/01***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
Angela Wahl	710 Duncan Place	Retail Antiques
Hurley Enterprises	516 Jared Square	Marketing-Internet
Hurley Appraisals	" "	Real Estate Appraisal
S & S Excavating	315 Shenandoah St.	Excavation services
Still Wandering	15B Loudoun St.	Antiques/Art
Leffler & Hyland, PC	102 Dry Mill Road	Law Firm
Oriental Rugs & More, Inc.	241 Fort Evans Rd.	Retail
Open Source Publishing, Inc.	100 Dry Mill Road	Government contractor/researcher
Patty-Cakes	507 Clagett Street	Merchant
Santos Moving & Storage	238 Nottoway Street	Moving services
Computer & Hi-tech Mgmt, Inc.	751 Miller Drive	Systems Maintenance
Handyman Service	235 Golden Larch Ter.	Personal service
All Deck Out	110 Field Ct.	Deck Construction
Le Reve Fine Interiors	213 Loudoun Street	Home furnishings

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Daryl Campbell	Maintenance Worker II	Utility Lines

  

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
W. Patrick Wilt	Maintenance Worker II	Streets
Ray Ulrich	Maintenance Worker I	Streets

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period October 25, 2000 – November 6, 2001**

- Leesburg Airpark Lot D, Minor Subdivision Plat, 1<sup>st</sup> submittal, To Subdivide one Lot into 2, Nick Colonna
- Hamlet @ Leesburg, Easement Dedication Plat, 1<sup>st</sup> Submittal, Nick Colonna
- Leesburg Plaza Office Building, Revision Plan, 1<sup>st</sup> submittal, Construction of a 39,000 square foot Office Building, Nick Colonna
- Market Street Station Parking Lot Paving Plan, 1<sup>st</sup> Submittal, Delane Parks
- Preliminary Plat Extension Request for Kincaid Forest Plan, Delane Parks
- Stratford Sanitary Sewer Outfall, Easement Plat, and Deed dedication, 1<sup>st</sup> submittal, John Johnston
- Allman Property Sanitary Sewer extension, Development Plan, Delane Parks
- Stowers Recreation Center, Construction Drawings, 1<sup>st</sup> Submittal, Nick Colonna
- Catoctin Circle Trail, Construction Drawings, 1<sup>st</sup> Submittal, John Johnston
- Leesburg Baptist Church, Phase V-A Final Development Plan, Building Extension, 1<sup>st</sup> Submittal, Nick Colonna
- Edwards Landing Phase 4 Rough Grading Plan, 1st Submittal, Nick Colonna
- Edwards Landing Woods edge Drive, Construction Drawing, 3<sup>rd</sup> Submittal, Road Improvements, Nick Colonna
- Battlefield Parkway/Potomac Station Drive, Rough Grading Plan, 1<sup>st</sup> Submittal, Nick Colonna
- Stratford Ryland Land bay, Construction Drawings, To Construct 58 Duplex Lots, 1<sup>st</sup> Submittal, John Johnston
- Middleburg Bank, Construction Drawings, 2<sup>nd</sup> Submittal, Nick Colonna
- Edwards Landing Phase 2B, Construction Drawings, 3<sup>rd</sup> Submittal, Construction of 112 Single Family Units, Nick Colonna
- Ordinance Amendment, Ongoing, Zoning,
- Downtown Leesburg, In the 21<sup>st</sup> Century, Planning and Economic Development, Ongoing

**Plans reviewed during the period October 25, 2000 – November 6, 2001**

- Edwards Landing Woods edge Drive, Construction Drawing, 3<sup>rd</sup> Submittal, Road Improvements, Nick Colonna
- Hampton Inn, Final Plat, Conditional Approval, Waiting on Deed Review, Nick Colonna
- Star Pontiac, final development Plan, To Construct a Vehicle Storage Area, John Johnston
- Potomac Station Boundary Line Adjustment, Conditional Approval, Delane Parks
- Tavistock Farms, Boundary Line Adjustment Plat, Conditional Approval, Delane Parks

**Comprehensive Planning Division****Special Exceptions**

SE 2001-07: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot.  
Scheduled for preview at Planning Commission 12/20/01.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Scheduled for preview at Planning Commission 12/20/01.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. No meetings scheduled.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/ and service center, adjacent to CVS on Market Street. Scheduled for preview at Planning Commission 11/15/01.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. No meetings scheduled yet for this case.

### **Rezonings**

Leesburg Airport: Scheduled for Town Council Public Hearing 12/11

Catoctin Square: Scheduled to be withdrawn without prejudice at 11/14 Town Council meeting.

Tavistock: Scheduled for public hearing 11/14 at Town Council meeting.

Stratford: Reactivation of ZM-159 to study and revise the commercial section of the concept plan.  
No meetings scheduled yet for this case.

Hawkins: No meetings scheduled yet for this case.

### **ZONING PERMITS 01-1450-01-1551**

#### **NEW CONSTRUCTION RESIDENTIAL**

Kincaid Forest 9 SFD @ \$105,000  
Potomac Station 4 SFD @ \$105,000  
Beauregard Heights 1 SFD @ \$125,000  
Edwards Landing 8 SFA @ \$45,000  
Stowers/Evergreen Mills 2 SFD @ \$100,000  
Potomac Crossing 3 SFD @ \$105,000  
Woodlea Manor 1 SFD @ \$100,000  
Tavistock Farms 6 SFA @ \$55,000  
Drymill 6 SFA @ \$65,000

#### **NEW CONSTRUCTION COMMERCIAL**

54 Sycolin Road SE Interior Walls \$15,000 County Social Services  
3 Loudoun Street SW Internal fit up Artisan Baker \$15,000  
305 Harrison Street Re-Roof \$26,090  
608 South King Street #101 Interior Alteration \$20,000 Waverly Park  
117 Fort Evans Road NE Hampton Inn 101 Rooms  
11 B Loudoun Street SW Interior \$12,000 Business Office

#### **OCCUPANCY PERMITS RESIDENTIAL**

Potomac Station 11 SFD 3 SFA  
Drymill 2 SFA

Potomac Crossing 6 SFD  
Evergreen Meadows 4 SFD  
Evergreen Mills/Stowers 1 SFD  
Kincaid Forest 8 SFD  
Woodlea Manor 1 SFD  
Tavistock Farms 2 SFA  
Edwards Landing 13 SFA  
Sycamore Hill 1 SFA  
Beauregard Heights 1 SFD

**OCCUPANCY PERMITS COMMERCIAL**

241 Fort Evans Rd NE Chico's Leesburg Premium Outlet  
22 Fairfax Street SE Thompkins Orthopedic Physical Therapy Service  
751 Miller Drive Suite A-2 Leesburg Airpark  
109 A & B Royal Street SW  
107 A thru F Royal Street SW  
608 South King Street SE Suite 102 & 103

**Water & Sewer Administration**

During this time frame 55 public facilities permits were sold totaling \$738,885.00 and 102 work orders for meter sets were issued.

**Capital Projects Update**

- Tank siting contract will be awarded to two firms. The Engineering firm of Whitman, Requardt & Associates will be awarded the preliminary analysis report and the firm of Hazen & Sawyer the final.
- A kick-off meeting was held for Evergreen Mill Sewer project. Survey work is expected to begin during the week of November 5<sup>th</sup>, 2001.
- Responded to several inquiries regarding water and sewer related issues.
- Reviewed several site plans for utility related issues.
- Beginning work on award of a contract to CH2M Hill for design of lower Sycolin creek sewer system.

**Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The Contractor is performing punch-list item work.

The Engineer continues to perform control system configuration.

**WTP Expansion Project Status**

Dollar value complete 99.8% Time Elapsed 150%.

The contractor continues to be approximately 306 days behind schedule.

Substantial Completion was granted to the contractor on September 5<sup>th</sup>, 2001.

Approximately \$246,000.00 has been withheld by the town for liquidated damages.

### **Training**

Joe Phillips, Gary Yoho, B.J. Grimes, Jamie Matthews, Beecher Hope, Bill Hull, Paul Manni, Larry Taylor, Rick Mullins and Russell Chambers attended the Customer Service & Diversity Training workshop at the Leesburg town office on October 23<sup>rd</sup> & 24<sup>th</sup> 2001.

Eddie Berg and Lewis Owens attended the "Distribution System Repair, Rehabilitation & Replacement" Teleconference in Fairfax, VA on November 1<sup>st</sup>, 2001. The American Waterworks Association sponsored the Teleconference.

Larry Taylor attended the Virginia Section American Water Works Association Annual meeting, November 3<sup>rd</sup>, 2001 in Richmond, VA.

### **Water Pollution Control Division**

#### **Environmental Risk Assessment Survey**

The town's pollution liability insurance company, AIG Consultants, conducted a comprehensive Environmental Risk Assessment Survey on October 30<sup>th</sup> of all operations related to the WPCF and remote de-chlorination and pumping station facilities. The purpose of the survey was to assess all potential environmental liabilities associated with past, current, and future activities, and to suggest strategies that could minimize potential liabilities. Results of the survey should be available soon, however verbal results were promising.

### **Capital Improvement Projects**

#### **BNR and BMU Projects**

##### **BNR Project Construction Status**

The final Certificate to Operate the BNR facilities has been received from the Virginia Department of Health. This project continues to produce effluent quality well below the requirements of the VWQIF grant and the goals the Maryland discharge permit (total nitrogen of 8 mg/L), and the other anticipated benefits from the project are also being realized (elimination of alkalinity addition at a cost savings of approximately \$30,000 per year and improved operational control of biological solids).

##### **BMU Project Construction Status**

Progress continues, however final completion of the extended date of September 14<sup>th</sup> agreed upon in the BMU Tender Agreement was not achieved, but is anticipated in approximately 6 weeks. Start up of related systems is in progress, and start-up of the dryer system is anticipated in approximately 2 weeks.

**Utility Lines Division**

**Training**

All employees attended Customer Service/Diversity Training held at the Leesburg town office.  
Mike Nolan attended regional meter training held in Greenbelt, MD.

**TOWN OF LEESBURG**

Full-time positions being recruited as of November 9, 2001

<b>Department</b>	<b># Vacs</b>	<b>Position Title</b>	<b>Date of Vacancy</b>	<b>Ad Placed</b>	<b>Apps Rcvd</b>	<b>Prelim Interview</b>	<b>Final Interview</b>	<b>Offered</b>	<b>Reject</b>
<b>Econ Dev</b>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<b>Eng &amp; PW</b>	1	Asst Supt - Streets	7/1/01	√	√	√			
	1	Sr Engineer – Cap Proj	10/23/01	√	√				
	1	Inspector Supervisor	5/22/01	√	√	√	√	√	
	1	Administrative Associate II	9/4/01	√	√	On hold			
	1	Maintenance II	11/2/01	√	√				
	1	Maintenance I	11/9/01	√	√				
<b>Parks &amp; Rec</b>	1	Parks Manager	9/4/01	√	√	√	√	√	
<b>Human Res</b>	1	Human Resources Director	7/1/01	√	√	√			
<b>P&amp;Z</b>	1	Director of P&Z	8/4/01	√	√				
	1	Zoning Inspector	10/12/01	√	√				
<b>Police</b>	1	Communications Tech I	8/1/01	√	√	√	√		
	1	Police Officer	11/16/01	√	√				
<b>TOTAL</b>	14								

R.S. Noe